

Kansas City Composite Squadron Position Policies

FINANCE MANAGER OFFICER (FMO) (P202)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Squadron Commander

Responsible for the overall financial management of the unit

They shall:

- Complete CAPF 2A and submit to the Unit Commander by 15 September annually CAPR 173-1 para 2 and CAPR 35-1 para 3
- If new to position, complete a full audit of all funds and submit to the Unit Commander within 30 days of appointment
- Submit a Financial Disclosure Statement to the Unit Commander annually by 15 October to be signed and forwarded to the Wing Commander no later than 1 November each year CAPR 173-1 para 16c
- Administer all funds, ensuring no petty cash funds exist CAPR 173-1 para 5h
- Maintain all financial records and committee minutes and approvals CAPR 20-1 (E) and are retained as required by CAP regulations CAPR 10-2 para 6 and Table 1, Rule 3
- Maintain bank accounts via the Wing Banker system and verify amounts monthly with a report to the Unit Commander
- Ensure all finance committee is constituted properly and are informed of their responsibilities in writing CAPR 173-1 para 3, 3a-3k

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- Submit KSWG 73, 74 & 75 on accounts to Wing if needed Committee Minutes for expenses over \$200 if approved by the committee and signed by 2 members
- Prepare and submit any recurring amount transactions and finance committee meeting minutes supporting request to Wing
- Indorse all negotiable instruments and make deposits into the Wing Banker account
- Chair the Finance Committee and present a quarterly report to committee along with an annual report of the preceding fiscal year on or before 31 Oct - CAPR 173-1 para 3a to 3k
- Prepare all financial reports including Finance Committee minutes
- Prepare annual budget before 1 November for Finance Committee and Unit Commander approval
- Review and comply with all relevant National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI by 1st of September annually to the Squadron Commander
- The finance officer should be familiar with CAP regulations in the 173 series and CAPP 202
- Assistant Finance Managers will comply with all above requirements